



## Physical Therapy and Occupational Therapy

### HIPAA SUMMARY

HIPAA – Health Insurance Portability and Accountability Act is based on federal regulations that protect patient information.

PHI – Patient Health Information

1. DO NOT DISCUSS PATIENT INFORMATION with anyone without the “need to know”. That is, no one outside of those who are caring directly for the patient.
2. What information you read, see, or hear regarding a patient and their treatment is to be kept confidential. DO NOT share information with family or friends.
3. BEFORE looking at information ask, “Do I need to know this to do my job?” If the answer is NO...then STOP!!
4. DO NOT share passwords for computer systems. There are monitoring programs which are run for security reasons to see who has accessed, and who has the right to access the patient's information.
5. Be VERY careful who is around (and where you are) when discussing any patient information between those who are caring for the patient. Remember, there are family members and other persons present in hallways, elevators, and other areas who have no right to the information
6. Information regarding a patient may only be released by patient/guardian authorization for information NOT PROTECTED under the Federal regulations.

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Printed Name

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Signature

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Date